

Contracts Under T-NEX

Present Sharing and Support Administration and Closeout Charlotte B. Dodgson



T-NEX Contracts

Proper planning will keep you on





Under T-NEX MTFs will convert Resource Sharing and Support to local purchase

COR will have to take responsibility to accomplish the following:



Write a sound SOW

Identify ALL MTF needs

Any extra requirement relates to dollars

Be careful what you ask for

Develop a sound IGCE

Market Survey

Look at all costs associated with requirement and include in total.

Don't ask for more experience than you need



Obtain Approvals from:

CPO

MAJCOM

And get funds from RM

Forward to Contracting Office

Monitor Procurements

Ensure Timely Award

Ensure Timely Hiring by Contractor



Develop a Pre-performance Conference checklist

Include the Requirement for one in the SOW

Include:

Key Clinic Staff

Your Inspectors, if any

All pertinent Contractor Staff

Contracting Officer if they want to Chair the meeting



Go Over the SOW and ensure everyone understands the requirement

- If there are any problems identify them now
- Forward to the KO to change the Contract if required
- Identify the supervisor and spell out requirements
 - Who authorized time off
 - Shift changes
 - Who to call is sick leave is being used, etc



Make up an Inspection Checklist

Monitor contractors performance

Keep record of all issues

Talk to the Clinic Shift Supervisors

Report Problems to the Contractor

If not resolved report to the KO

Keep track of Money on Invoices

Use an Automated CLIN Expenditure Report

Mail Approved Invoices to DFAS Promptly



Return or Pen and Ink Invoices with Errors

Notify Contractor if Pen and Inked If Invoice is Returned, Ensure Date is Changed

If Money is to be deobligated at end of contract notify the Contracting Officer



MTF To provide deobligation calculations:

For Each CLIN to include Quantity and total dollars to be deobligated

Again, Obtain calculations from Automated Spreadsheet. Please! maintain it monthly

Monitor Contracting Officer to ensure Mod is Processed



When final Deobligation Mod is received consider the contract complete

Forward the original file to the KO Retain a copy for at least a year



1.0 MCSC

Present Resource Support

Contract Closeout Procedures



1.0 Resource Support Closeout

Lead Agency status may result in:

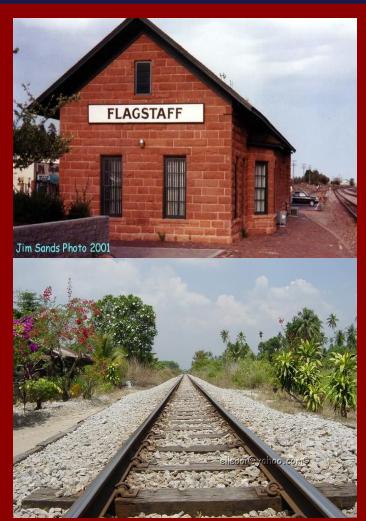
Deobligate funds from Delivery Orders to be worked between MTF and TMA PCO.

Remember:

In T-Nex: Management of Contracts or Delivery Orders will be important Commanders will be financially accountable



Stay on Track



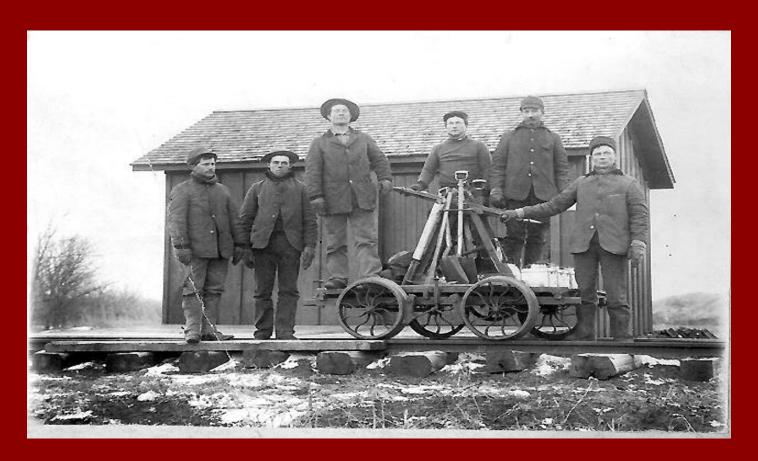


NG/N3/16



You Can Work

Harder





Or

Smarter





Questions?

